

Adobe Acrobat 5.0

Converting Adobe® PDF documents to other formats


With Adobe Acrobat® 5.0, you can easily convert the contents of an Adobe PDF document for use in other applications. Tagged Adobe PDF documents in particular allow you to save your document to other formats, such as Rich Text Format (RTF), reflow your file's contents into different-sized devices, such as an eBook reading device, and make your document's contents accessible to the motion and vision challenged through the use of a screen reader for Windows®.

Determining if your PDF document contains text

Before you convert a PDF document, you need to determine if the PDF document is an Image Only PDF document. An Image Only PDF document is one that has been scanned using a flatbed scanner—it contains no actual text, only a picture of the text. Image Only files cannot be converted directly to other formats.

To determine if your PDF document contains text:

Open the PDF document in Acrobat 5.0 and do one of the following:

- Choose File > Document Properties > Fonts, and click List All Fonts. If no fonts are listed in the Document Fonts dialog box, then the PDF document contains no text.
- Select the text select tool  and drag across the text to try to highlight it. If the text will not highlight, your PDF document does not contain real text.

Converting Image Only files to searchable text

If your PDF document is an Image Only PDF document, use the Acrobat Paper Capture plug-in to “capture” the pages in the file and convert to text, which allow you to search, edit, and copy the text.

Note: If you do not have the Acrobat Paper Capture plug-in installed, you can download it from the Adobe Web site.

To capture Image Only files and convert to searchable text in Windows:

- 1 In Acrobat 5.0, choose Tools > Paper Capture.
- 2 Specify the pages you want to capture, and then click OK.

To capture Image Only files and convert to searchable text in Mac OS:

- 1 In Acrobat 5.0, choose Tools > Paper Capture Online.
- 2 Follow the on-screen instructions.

For detailed information about the Paper Capture plug-in, see “Capturing pages to convert to searchable text” in Acrobat 5.0 online Help.

You can also capture pages using Adobe Acrobat Capture®. See the Adobe Web site for more information.

Converting Adobe PDF documents to other formats

You can convert PDF documents to other formats, such as RTF, and reuse your document's contents in other applications. For example once you convert a PDF document to RTF, you can open the RTF file in a word-processing application such as Microsoft® Word.

Note: For the best format output in RTF, it is recommended that your PDF document be both structured and tagged. See, “About structured and tagged Adobe PDF documents” on page 2.

To convert a PDF document to another format:

- 1 Choose File > Save As.
- 2 Enter a filename, specify a location for the new file, and choose a file type from the Save as Type pop-up menu (Windows) or Format pop-up menu (Mac OS).
- 3 Click Save.

Opening converted PDF documents

Once you've converted the PDF document to another format, you can easily open it in another application that supports the file type you created.

To open a converted PDF document in another application:

- 1 Open the application, and choose File > Open.
- 2 Locate the converted file, and click Open.

Note: If you do not see the file listed in the Open dialog box, make sure that you are able to view all file types.

If the text in the new file comes out as gibberish (e.g., lines, boxes, or random letters, numbers and symbols), this is an encoding problem and the application you are trying to open the file with may not support the file type.

To resolve encoding problem:

Do one of the following:

- Save the PDF document as a different file type.
- Open the converted file in an application that supports the file type that you created.

About structured and tagged Adobe PDF documents

There are three types of Adobe PDF documents: unstructured, structured, and tagged. These file types differ in what they contain and how their contents can be used. The more structured information the PDF document contains, the more options you have for reusing its contents. For more information, see "About the different types of Adobe PDF documents" in the Acrobat 5.0 online Help.

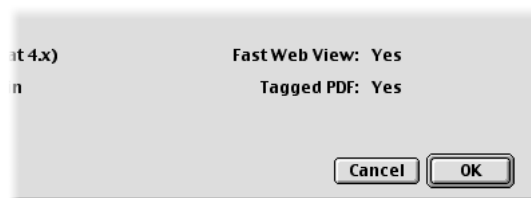
Unstructured PDF documents An unstructured PDF document recognizes paragraphs, but not basic text formatting, lists, or tables. You can't reflow the text from unstructured PDF documents onto smaller screens, such as those on a Palm OS® or Windows CE® device. Unstructured PDF documents aren't reliably accessible using a screen reader for Windows.

Structured PDF documents Structured PDF documents recognize paragraphs and basic text formatting, but not lists or tables. You can't reflow the text from structured PDF documents onto smaller screens, such as those on a Palm or Windows CE device. Structured PDF documents can be accessed using a screen reader for Windows, but without the reliability of tagged PDF documents.

Tagged PDF documents Tagged PDF documents include the recognition of paragraphs, basic text formatting, lists, and tables. You can reflow tagged PDF documents so that they are readable on smaller screens, such as those on a Palm or Windows CE device. Tagged PDF documents have been optimized for accessibility, so they can be accessed reliably using a screen reader for Windows.

To determine if a PDF document is tagged:

- 1 Open the PDF file in Acrobat 5.0.
- 2 Choose File > Document Properties > Summary. Tagged PDF information is displayed in the bottom right corner of the Document Summary dialog box.



Creating structured Adobe PDF documents

You can create structured PDF documents in some authoring applications, including Adobe FrameMaker® 6.0 or Adobe PageMaker® 7.0. For example, in FrameMaker, you can create a structured PDF document using the Save As command, or by printing your document to PostScript®, and then converting it to PDF using Acrobat Distiller®. You can also use the Convert to Adobe PDF macro in Microsoft Word to add structure to a PDF document. For more information on creating PDF documents, see the documentation that came with your application.


Note: Once you have created a structured PDF file, open the file in Acrobat 5.0, and then choose Document > Make Accessible to add tags.

Creating tagged Adobe PDF documents

When you tag a PDF document the structural information of the file is embedded into the PDF, which allows better viewing when reflowed, or read by a screen reader.

Note: Tagging a PDF document will significantly increase the file size.

To create a tagged PDF document using Microsoft Office 2000 or Microsoft Office XP in Windows:

- 1 Choose Acrobat > Change Conversion Settings.
- 2 Select the Office tab, select Embed Tags in PDF, and then click OK.
- 3 Do one of the following:
 - Choose Acrobat > Convert to Adobe PDF.
 - Click the Convert to Adobe PDF button .

To create a tagged PDF document using Acrobat 5.0 in Windows:

- 1 Choose Document > Make Accessible. The Make Accessible plug-in will analyze your file and place the appropriate tags based on its analysis.

Note: If you do not have the Make Accessible plug-in installed on your computer, you can download it from the Adobe Web site.


- 2 Choose File > Save.

There are some limitations to using the Make Accessible plug-in:

- Tagging an unstructured file may not tag the file elements 100% correctly, particularly with complex formats. Remember that Acrobat is trying to tag the file as logically as possible.

- The file will maintain some of its basic structure (such as headings) when opened in another application; however, the application may not recognize the headings. For example, if you tag an unstructured PDF document, convert it to an RTF file, and open it in Microsoft Word, the headings in your file may not correspond with the headings in Microsoft Word. What would be a Heading 1 in the PDF document is Normal in Microsoft Word.
- Some elements in the file (such as paragraph alignment and bullet spacing) may be ignored only because this type of structure isn't recognized in the tags.

To create a tagged PDF document directly from one or more Web pages using Acrobat 5.0 in Windows or Mac OS:

- 1 Do one of the following:
 - Choose File > Open Web Page.
 - Select the Open Web Page button .
- 2 Type the URL or click Browse to locate the Web page.
- 3 Click Conversion Settings, and then select Add PDF Tags.
- 4 Click OK, and then click Download.

For more information about the Open Web Page command, see “Converting Web pages by specifying a URL” in the Acrobat 5.0 online Help.

Note: When working in a Mac OS environment, you cannot tag other types of PDF documents, only Web pages.

